MATCHDAY OPERATIONS
GUIDANCE BEHIND CLOSED DOORS

JUNE 2020
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INTRODUCTION

The purpose of this Matchday Operations Plan is to provide Clubs with information to support the practical application of their obligations and ensure the safest possible Stadium environment for Matchday delivery Behind Closed Doors.

This guidance should be read in conjunction with the Matchday Protocol which sets out obligations binding on Clubs, the principles that will determine the safe and successful delivery of Behind Closed Doors competition and the terms that are applied throughout the document. Capitalised terms not otherwise defined within this Matchday Operations Plan bare the meanings given to them in the EFL Regulations.

As defined within the Matchday Protocol introduction, if a League Match is required to be played at a neutral venue, the League and the two participating Clubs will enter into good faith discussions to determine who assumes the obligations imposed on the Home Club in the Matchday Protocol.

The guidance covers considerations for Clubs in addition to the obligations across core areas of Matchday delivery, including: Security Operation, Venue Operations and Control, Matchday Procedures and Broadcast and Media and is intended to be a live document with updates made when policy changes.
PART ONE – PRE-MATCHDAY PREPARATIONS

COVID-19 STADIUM OPERATIONS OFFICER

Each Club should have a designated Covid-19 Stadium Operations Officer who may be the same as the Clubs designated Covid-19 Officer who shall be responsible for the oversight of the risk and mitigation planning, communicating information to all user groups and ensuring the necessary standards are met in relation to BCD fixtures.

SAFETY CERTIFICATE

The Sports Ground Safety Authority have confirmed that the general requirements contained within the General Safety Certificate will be applicable.

They have issued guidance to SAG’s which can be found at Appendix 6.

It is anticipated that Clubs and Stadium Owners will have maintained the upkeep of the grounds and the stadium during this period of lockdown. Even so, there will be a number of considerations to take into account to ensure that matches can be played whilst maintaining the safety of players, coaches, staff, broadcasters, media and contractors.

Clubs should consult with their certifying authority at the earliest opportunity to determine what amendments should be required to the Safety Certificate in order to comply with any local authority stipulated changes resulting from Government Guidance.

OPERATIONAL PLAN

The operational plan for the ground should be revised to consider the impact of Covid-19 and additional measures that need to be in place to manage the health, safety and well-being of all staff, players, coaches, broadcasters, media and contractors.

It should be evaluated for compliance against statutory authority requirements, including the Health and Safety at Work Act 1974.

Consideration should be given to the access and egress arrangements for all parties, taking into account the matchday operations procedures that feature later in this document.
A map of the stadium defining all areas/zones, routes and access and egress points should be produced. This should clearly set out the Red, Amber and Green zones. The principle of the stadium map at Appendix 1 should apply.

Each of these zones should have unique protocols and procedures related to them and access to and between the zones should only be permitted to Cleared Individuals with appropriate accreditation.

Clubs should establish a security plan that ensures access to the Stadium and defined zones is only granted to Cleared Individuals. Security management should monitor, record and quality assure adherence to the Matchday Protocol. All security staff should wear a face covering in all zones they are employed.

The operational plan should give consideration to the management, movement and scheduling of all user groups and vehicles within the stadium to allow for minimised interaction and social distancing.

Emergency evacuation plans should be addressed to ensure social distancing measures can be maintained wherever possible.

Social distancing strategies should be devised to ensure a safe working environment for all those present. This should be produced in conjunction with the medical, media and player welfare departments at the Club and should consider contractors on site from broadcast partners and contractors.

**RISK ASSESSMENTS**

All aspects of the operational plan should be fully risk assessed. This may require new risk assessments taking place for new processes implemented due to the risk of Covid-19.

New occupational health measures will need to be identified and implemented both to aid compliance with Government guidelines on social distancing and to directly reduce the risk of inadvertent viral transmission.

As outlined in the Matchday Protocol, Clubs are required to submit a multi-disciplinary risk assessment of all aspects of hosting a League Match at its Stadium (‘COVID-19 Stadium Risk Assessment’). The risk assessment and venue operation plan should:

- Identify hazard risks which may compromise the health of any or all Cleared Individuals at the Stadium
- Identify all measures to mitigate the risks identified, including the optimisation of social distancing and all Government recommended hygiene measures throughout
As part of the Return to Training Protocol (‘RTTP’), Clubs were provided with an Occupation Health Risk Assessment Template (Annex 2 of the RTTP). It is suggested this document is used as an informal resource for Clubs to build upon and modify in the preparation of their COVID-19 Stadium Risk Assessment.

Clubs should continue to produce operational risk assessments and risk control mitigation measures in advance of each League Match and they should be reviewed and updated after every match as required.

**HEALTH AND SAFETY CHECKS**

Usual pre-match health and safety checks should take place for the areas to be used as part of the matchday operations. Areas in use should be limited wherever possible, therefore checks are likely to be less than a normal match day. Any checks that fail will need to be remedied or mitigated for ahead of the fixture.

**MEDICAL PLAN**

A full medical plan will need to be produced that includes all aspects relating to Covid-19. Advice and guidance in this respect should be sought from the relevant medical authorities including the Club’s own medical team. It is unlikely that the Club will be required to bring in extensive medical cover given there will be no spectators in the stadium, however, there will be a number of new processes to consider. As a minimum, these should include the following:

- process for self-reporting/self-declaration (questionnaire example, see Annex 2)
- temperature check required on entering the stadium / multiple entry / testing points
- process for staff displaying symptoms / provision of isolation room
- self-isolation policy
- hygiene policies and procedures
- minimum medical staff required (both on pitch and off pitch)
- equipment required on site – including first aid facilities / ambulances etc.
- processes for social distancing throughout stadium
- PPE requirements including donning and doffing areas and safe disposal of used PPE
**STAKEHOLDER ENGAGEMENT – LOCAL AUTHORITY/POLICE/MEDICAL/FIRE**

It is important that Clubs continue to engage with their key stakeholders ahead of any fixture. This would include organisations such as the local authority, fire brigade, medical authority and police.

It is unlikely that SPS will be required for BCD fixtures, however, plans for managing the ground and Zone Ex should be shared to ensure everyone is aware and any concerns can be raised and addressed.

**STADIUM CLEANING**

A full deep clean of the stadium (including benches, control room, staff areas, media areas etc.) will take place prior to each match day and at the end of each match day. Special attention to be paid to high contact surface such as door handles and light switches.

On-going cleaning of some areas is also expected to be required i.e. toilets, entrances etc. and personal and hand hygiene facilities should be available around the Stadium.

A document detailing all hygienic/health measures adopted by each Club ground shall be produced by each Club ahead of any match. This document should be shared with the EFL, PGMOL and the visiting Club and should be made available to other authorities on request.


**SIGNAGE**

Given the new procedures in place on match day, it is important that adequate signage is in place to direct staff, Match Officials and teams to where they need to go. Anywhere that you expect people to queue i.e. entrances to the stadium, accreditation points; floors should be marked with tape to show safe waiting distances in line with the government guidelines of 2m. Any one-way systems should be clearly marked.
STAFF & CONTRACTORS

Staffing numbers should be considered in-line with the maximum numbers set out in the matchday operations protocol.

Risk and mitigation plans should be conveyed to all staff and contractors and they must be given the opportunity to actively opt-in to a return to domestic competition. In addition, information should be provided to all staff members with regard to processes and protocols in place.

Screening of all individuals prior to entry into the stadium should be in place. This should include a Covid-19 symptom questionnaire and self-declaration that they have not be in contact with someone who has tested positive for or has displayed symptom of Covid-19 within the past 14 days.

A medical service with temperature scanner should be present at each entrance of the stadium. All those allowed to get into the stadium will have their temperature scanned. Should person display an elevated temperature reading then that person will be refused entry / taken to the isolation room.

All individuals must abide by PHE guidelines whilst away from the Stadium.

Clubs should provide advice and support in relation to mental health and well-being that can be accessed by all staff.

Clubs may wish to produce a code of behaviour that sets out guidelines for everyone whilst they are in the Stadium. This should detail how any breaches of protocol are dealt with.

Facilities should be made available to staff only where required. These should include toilet facilities, a prayer room, and staff refreshment/rest areas.

Social distancing measures should be put in place in all these areas and hygiene processes, including cleaning after use should be introduced. Anti-bacterial hand gel should be available at the entrance to each of these areas.

If providing food to staff members, this should be provided in accordance with Government guidelines.

Considerations should be made to relay information on aspect of the above to contractors in advance. Clubs should also confirm any individual protocols contractors have in place to meet their minimum guidelines within the Stadium.

Club and broadcaster/contractors should work together to ensure the required access is available, testing and screening protocols are applied and social distancing requirements are maintained.

Risk assessments in this area may need to be revisited. There is a duty of care required by the Club to personnel working on site on behalf of broadcasters / contractors.
It is anticipated that broadcasters/contractors will require access to grounds ahead of match day to set up. Confirmation of what and who this will be provided in advance.

**ACCREDITATION**

A robust accreditation process should be put in place that ensures only staff relevant to the matchday operation gain access to the stadium and the different zones/areas within.

Clubs may wish to use the accreditation process as a vehicle to get individuals to self-certify, opt-in to returning to football and adherence with the new processes and protocols in place.

**CONTINGENCIES**

Appropriate consideration should be given to contingency measures, particularly in the event that key personnel present at the stadium displaying Covid-19 symptoms.

**COUNTER TERRORISM**

The threat to the UK from terrorism is Substantial, which means an attack is highly likely.

There is no direct threat against the football industry, but there is against all crowded places. Due to this a number of measures have been put in place at stadia across the UK and all clubs have match day Counter Terrorism plans in place.

It is common sense to assume that any resumption of the football season will present a potential risk from acts of terrorism and other crimes.

There has been a significant time lapse since the season was suspended and there has been no possibility due to lockdown of conducting tabletop exercises to test operational plans. Clubs are advised to review their plans for security of building, protection of players, search regimes (prior to fixture and people entering the stadium) and management of Zone X.

**ZONE EX**

Clubs should have an individual with specific responsibility for managing the Zone Ex area. Clubs should consider how this area will be managed and what mitigations need to be put in place.

Consideration needs to be given to Zone Ex, particularly in relation to the prospect of supporters arriving at the stadium in the hope they may gain access to the ground or to support their team. Staff working in this area should be briefed on the legal rights that people have to be there and be encouraged to engage with people in a friendly and professional manner.
A response plan should be in place for unauthorised attempts to gain entry to the Stadium and engaging with people outside.

Clubs should consider fan ambassadors (Club Staff) at key locations to engage with supporters should there be a requirement to do so.

**SUPPORTERS**

The EFL will launch ‘The Journey continues’ campaign to mark the resumption of fixtures. The campaign focuses on three key aspects, which are:

1. Promoting the return of football fixtures and that ‘the journey’ is continuing for EFL Championship Clubs
2. Ensuring that fans have all the information they require to be able to watch their chosen fixture(s) as easily as possible
3. Advising fans to avoid congregating outside grounds when fixtures are taking place

We would appreciate your Club’s support for the campaign and would ask that players and managers are briefed to help share the key messages. The EFL Communications team will share details of the assets for Clubs to utilise in the coming days.
Whilst a great deal of work will go into the pre-matchday stadium operations, there are a number of protocols that will only be implemented on the match day itself.

**STAFFING (Cleared Individuals)**

All staff should travel directly from their homes to the ground in their own vehicles where possible.

Staff should arrive at work dressed ready and personal items should not be brought on site but should be left in their own vehicles.

Clubs should consider staggered arrival times and departures for all personnel arriving at the stadium on match day. A timetable should be produced as part of the Operational Plan.

Certain key roles will require contingency staff to be available.

To aid compliance with medical protocols and reduce the risk of viral transmission, attendance should be minimised wherever possible and be limited to those defined by the League and Clubs as essential for Matchday Delivery. The process for defining numbers by zone is as follows:

<table>
<thead>
<tr>
<th>Red Zone</th>
<th>Maximum Capacity of 105*</th>
<th>Overall capacity defined by the League that shall not be exceeded at any time during the Matchday. Maximum allowance for each Cleared Individual group below.</th>
</tr>
</thead>
</table>

<p>| Amber and Green Zones | Club Defined within Protocol | Clubs shall risk assess capacity, keeping numbers to those essential to the operation and to meet minimum broadcast and media contractual obligations. Guidance below. |</p>
<table>
<thead>
<tr>
<th>Group</th>
<th>Cleared Individuals</th>
<th>No of People</th>
<th>Total Zone Access</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Club Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Players per team</td>
<td></td>
<td>20</td>
<td>40</td>
<td>Per team:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Starting 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 9 named substitutes</td>
</tr>
<tr>
<td>Coaching/Medical Staff per team</td>
<td></td>
<td>9</td>
<td>18</td>
<td>Per Team:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6 named on team sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 2 overflow staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 1 analysts</td>
</tr>
<tr>
<td>Essential Club Staff per team</td>
<td></td>
<td>ClubTBC</td>
<td>ClubTBC</td>
<td>Each Club to risk assess on an individual basis. E.g. Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Secretary, Safety Officer, Stadium Manager</td>
</tr>
<tr>
<td>Directors/Senior Executives per team</td>
<td></td>
<td>10</td>
<td>20</td>
<td>Each Club to risk assess on an individual basis</td>
</tr>
<tr>
<td>Opposition Club Scouts</td>
<td></td>
<td>6</td>
<td>6</td>
<td>One scout from each of the Clubs’ next 3 opponents</td>
</tr>
<tr>
<td><strong>Officials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match Officials</td>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Hawkeye - GDS/SmartComms</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Matchday Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Screen, Scoreboard, LED Operators</td>
<td></td>
<td>ClubTBC</td>
<td>ClubTBC</td>
<td>Each Club to risk assess on an individual basis</td>
</tr>
<tr>
<td>Stadium Announcer</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Security/Stewarding</td>
<td></td>
<td>ClubTBC</td>
<td>ClubTBC</td>
<td>Each Club to risk assess on an individual basis</td>
</tr>
<tr>
<td>Red and Amber Zone Doctors, other medical</td>
<td></td>
<td>TBC</td>
<td>TBC</td>
<td>To include paramedics</td>
</tr>
<tr>
<td>Doping Control Officer</td>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Lagardère (Matchday furniture)</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Stadium infrastructure staff</td>
<td></td>
<td>4</td>
<td>4</td>
<td>Each Club to risk assess on an individual basis e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ground Staff</td>
</tr>
<tr>
<td><strong>EFL Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFL Match Manager</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
## MATCHDAY OPERATIONS GUIDANCE BEHIND CLOSED DOORS

<table>
<thead>
<tr>
<th>Group</th>
<th>Cleared Individuals</th>
<th>No of People</th>
<th>Total Zone Access</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Broadcast &amp; Radio Rights Holders</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Broadcaster</td>
<td></td>
<td>up to 30</td>
<td>30</td>
<td>Maximum 30 with access to the Amber Zone</td>
</tr>
<tr>
<td>IMG Productions 4 camera</td>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IMG 6 camera overseas</td>
<td></td>
<td>20</td>
<td>Up to 20</td>
<td></td>
</tr>
<tr>
<td>Radio Seats</td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Press</td>
<td></td>
<td>15</td>
<td>15</td>
<td>Up to 15</td>
</tr>
<tr>
<td>Data Partners</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1 x BetGenius</td>
</tr>
<tr>
<td>Photographers</td>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Club Press Officers per Club</td>
<td></td>
<td>2</td>
<td>4</td>
<td>2 x Press Officer per Club any additional Press Officer requirement may be risk assessed by the Home Club for Amber access</td>
</tr>
<tr>
<td>Club Media/Radio/Photography/Filming per Club</td>
<td></td>
<td>7</td>
<td>14</td>
<td>• 2 Club Media per Club&lt;br&gt;• 1 x Reporter, 1 x Social Media Operative&lt;br&gt;• Club Filming&lt;br&gt;• 1 x Video Operator per Club&lt;br&gt;• Club Radio&lt;br&gt;• 2 x Radio per Club</td>
</tr>
</tbody>
</table>
ACCREDITATION

Clubs will continue to produce their own passes for all Cleared Individuals with the exception of Broadcast and Media personnel who will continue to use the i-PBS Accreditation System.

As per the i-PBS Accreditation System changes described below, Clubs will be expected to add a Red, Amber and Green Zone Special Access Dispensation passes to their system.

Only individuals who are part of the League Covid-19 testing programme (which includes PGMOL Match Officials) will be issued with access to the Red Zone.

i-PBS Accreditation System

The i-PBS on-line accreditation system will continue to manage Broadcast and Media accreditation; however, the accessible zones will be reduced to reflect the new working restrictions.

The key changes are as follows:

- Stadium access to be changed to TV compound access (Green Zone instead of blue)
- to be changed to Stadium access (Amber Zone instead of green)
- Gantry, TV Studio and Press Box remain as operational zones
- Interview Area access to be renamed ‘Pitchside Presentation Position’ and a new access colour assigned
- Press Conference, Press Lounge, Mixed Zone, Observation Seat to be removed

The i-PBS will mirror the Red, Amber and Green zoning system through the addition of Special Access Dispensations (SAD) pass, which can be printed from the system alongside the standard matchday pass.

An additional Tunnel Rigging SAD will be added to the system and all other SADs will be removed. Please note that all rigging in the Red Zone must be completed 3.5 hours before Kick-Off.

Media and Broadcast will be able to apply for accreditation via the i-PBS and Clubs will be able to accept or decline media requests as usual.

Accredited lists of staff who have access to the match should be provided to the visiting club Covid-19 Officer and EFL if requested.

Photo identification should be produced on collection of match day accreditation to ensure the appropriate personnel access the stadium.
ENTRANCES & EXITS

The matchday operational plan should identify which entrances and exits are in use on the day. It is recommended that personnel exit via a different point that they entered the stadium.

It is recommended that there are separate entry and exit points for Red, Amber and Green zone Cleared Individuals.

All entrances and exits should be clearly signed and fully cleaned both ahead of and after use.

ZONE EX

It is likely that significant consideration will be given to Zone Ex as part of the pre-match day planning.

It is essential that Clubs manage Zone Ex as they would do on a normal matchday and ensure that they continue to work in partnership with key stakeholders in respect of operational activity in this area.

Face mask should be worn by staff working in this area and social distancing should be maintained at all times.

MEDIA ARRANGEMENTS (to be read in conjunction with the Media Protocol at Appendix 2)

With EFL fixtures having to be played behind closed doors, considerations have been given to the practicalities and potential limitations that may impact working media who traditionally cover each fixture across broadcast, print and online outlets. The principle that a reasonable level of attendance by news-gatherers for the creation and provision of independent coverage is supported as a means to provide valuable visibility to sports brands, sponsors and partners.

Discussions have been had with the NMC in this respect as to the expectations of their members, but the EFL’s plans will address the requirements of whole non rights holding media.

The protocols in respect of the Media can be found at Appendix 2

COMMERCIAL

Commercial activities are likely to be restricted to activities that can maintain social distancing requirements and limit involvement of people therefore additional support from Clubs will be required. Clubs will be advised of the requirements in advance of any fixture.
GOAL LINE TECHNOLOGY

Goal line technology will be in place for all Championship fixtures and League One and League Two Play-Off Matches.

Hawkeye Innovations will be in touch with Clubs to make arrangements but it is likely that the number of staff on site will be limited during this period.

SOCIAL DISTANCING

Social distancing measures should be observed at all times other than on pitch during the match.

Anyone not observing social distancing requirements should be warned and possibly ejected from the Stadium.

TESTING

All persons will be expected to self-declare that they have not, within the past 14 days, been in contact with anyone with suspected or confirmed Covid-19, nor are they displaying any symptoms of Covid-19.

A temperature screening service should be present at each entrance of the stadium. A base line should be agreed with your Covid-19 Medical Officer. All those allowed to get into the stadium will have their temperature scanned. Should person display an elevated temperature reading then that person will be refused entry / taken to the isolation room.

Social distancing should be maintained at each testing point.

Where a person displays a temperature and is refused entry, a thorough clean of that area must take place ahead of anyone else accessing it.

Should this be defined as a key role – the role contingency contact should be instructed to make their way to the stadium.

Relevant Staff and Match Officials should undertake testing as dictated by the EFL. They must have produced a negative test result in the testing round prior to the matchday to be declared fit. They must still undertake temperature checks and self-declare at the entry point to the ground.

PPE

The following individuals wear a (non-surgical) face covering while located in the Stadium:

a. All Matchday Personnel, save for Match Officials
b. All Players and Football Staff, save for those Players and Staff members who will be present on the Club’s trainers bench during the League Match, in accordance with Regulation 34.1

All paramedics should wear FFP3 and physios and doctors should have this available in their run one emergency bags.

All used PPE items are disposed of in a yellow bin, with clinical waste removed from the Stadium site as soon as practicable after every League Match (and in any event prior to the date of the next League Match to be staged at the Stadium)

DRESSING ROOMS

Adequate space should be available in each Team and Match Officials’ Dressing Room or alternative identified changing area to allow social distancing to be adhered to at all times.

To meet these requirements the following preventative measures should be considered:

- Use of additional rooms that can be utilised as changing facilities. For example, separate changing facilities for different player groups (outfield, goalkeepers and substitute Players), by space or staggering use of changing rooms
- Allocation of separate, more spacious areas for pre and post-Match relaxation for Players
- Provision of an additional, more spacious pre-Match preparation room for Match Officials. These spaces can be located within another area of the Stadium (e.g. Amber Zone), but at time of use the route and space should only be accessible to cleared individuals permitted within the Red Zone.

Signage should be used to clearly identify respective ‘Home’ and ‘Away’ and ‘Match Officials’ Dressing Rooms and any additional changing facilities.

Clubs should consider cleaning and regularly disinfecting changing facilities when empty, during the warm-up and in-Match.

PLAYERS’ TUNNEL

Social distancing measures must be adhered to at all times within the tunnel area (including during the warm-up, when entering and exiting the pitch, during half-time and after the Match).

To meet these requirements:

- The League will provide a revised Walk-Out Protocol which is available in this document. Players and Match Officials’ entry will be staggered onto the pitch (Visiting Team walk first; Home Team walk second)
- Cleared Individuals should not congregate in the Tunnel area at any time
The area around the tunnel must be kept clear of Cleared Individuals at all times to ensure safe access and egress to the pitch.

TECHNICAL AREA

Trainers’ benches (for the sole use of team officials, medical staff and substitute Players of each of the Home Club and the Visiting Club) should be expanded to enable adherence to social distancing measures during the Match.

To meet this requirement, the following measures should be considered:

- Use of adjacent seating or additional benches (if direct access is available)
- Reallocation of pre-existing seats to provide required distance between

Technical Area occupants must adhere to social distancing measures at all times, including with the Fourth Official. Where possible, an area should be clearly marked to facilitate this.

The Trainers’ Benches should be disinfected and covered until the warm-up takes place.

ANTI-DOPING

A separate room should be clearly identified near the Players and Match Officials’ Dressing Rooms.

Further arrangements will be confirmed.

ACCOMMODATION AND TRANSPORT

Clubs shall continue to comply with Return to Training Protocol for all Players and Football Staff in regard to living arrangements and isolation until otherwise instructed by the League.

In accordance with recent Government legislation, hotels are available to elite sports but should be utilised for essential use only. Clubs should be aware of the additional risks of infection posed by prolonged stays within a hotel environment. All hotels should be risk assessed and mitigating measures applied wherever possible.

Clubs should consider the following regarding travel requirements for Players and Football Staff to each League Match:

- Flying to minimise travel times and reduce viral transmission risk
• Use of multiple coaches (when travelling to away fixtures)
• Staggered arrival and departure of both the Home and Visiting teams
• Car Parking for Players and Match Officials as close as possible to the Players’ Entrance

For all modes of transport, appropriate physical distancing measures in line with PHE recommendations should be implemented. Clubs should ensure transportation vehicles are appropriately ventilated. Use of respiratory protective equipment for both protecting individuals from exposure, and reducing source transmission should be considered – for example for vehicle driver that may not have been subject to screening.

Match Officials will be travelling separately to each League Match and therefore will require separate parking at each Stadium (four car park spaces in total). These should be in a secure area close to the stadium entry point.

As per obligations, all Matchday Personnel should not travel to the Stadium together and should only use public transport for the journey to the Stadium where absolutely necessary and in line with Government guidance.

SAFETY BRIEFING

It is recommended that the Pre-Match Safety Briefing should take place with the Stadium Safety Officer and Match Officials on the pitch two hours before kick-off, immediately after the Goal Decision System (GDS) test.

Clubs Safety Officers are requested to send an email ahead of each League Match to the Match Officials outlining all detailed information. The email should be used as a reminder of key issues relevant to the Match such as:

• Technical Area point of contact for the Fourth Official

• Specific changes to matchday operations protocol in relation to playing the Match without spectators in the Stadium

• Access and egress points

Further guidance will be provided in conjunction with PGMOL.

JUNE 2020
INCREASE IN MATCHDAY SQUAD - TBC
Currently under discussion with Club and will be provide in due course.

TEMPORARY AMENDMENT TO ALLOW FIVE SUBSTITUTES - TBC
Currently under discussion with Club and will be provide in due course.

TEAMSHEET EXCHANGE AND CAPTAINS BRIEFING
The Teamsheet Exchange with the Pre Match Briefing to take place at least 75 minutes prior to the advertised kick off time. This will take place pitchside with each team representative passing their completed teamsheet to the match official who will be positioned in-between each teams technical area. Once the teamsheet has been passed to the match official, team officials will take position within their technical area in preparation for the pre match briefing observing social distancing at all times. Once the pre match briefing is complete, match officials will hand match officials the opposing team’s teamsheet.

WARM UP
The warm-up should be risk assessed and modified where required. This should be completed as described within the Return to Training Protocol.

Clubs must ensure that the coaching staff responsible for the warm up are familiar with the procedures, and all warm up areas are clearly marked.

The Home Club should provide a designated warm up area for use by Match Officials, providing a suitable exclusive area of the pitch on which the Match Officials can carry out their warm up exercises prior to each Match.

The ideal area has been identified as being the area between the centre circle and the touch line furthest away from the Players’ tunnel. This area is indicated in blue in the diagram set out below.
This area should cover no less than 30m x 15m and should not interfere with the Visiting Club’s pre-match preparations. The area should be clearly marked out with sanitised cones.

**PITCH PROTECTION**

Pitch Protection Regulations continue to apply.

**WALK OUT PROTOCOL**

Social distancing measures must be adhered to at all times within the tunnel area (including during warm up, when entering and exiting the pitch, during half time and after the match).

Players and Match Official entry will be staggered onto the pitch.

Upon the sound of the Referee’s bell the Visiting Team squad and all back room staff will leave their changing room.

Equipment checks will be carried out at the changing room door by the assistant referee (not in assembly area) as the players exit.

Once the tunnel area is cleared, the Home Team and all back room staff will be given the order to leave their changing room.

Once the tunnel area is clear, Match Officials will make their way onto the pitch.

There will be no handshakes. Players to take up on pitch positions in the same half as they warmed up ready for kick off.

The Referee will signal to the Captains when the coin toss will take place which will also be undertaken adhering to social distance procedures.

The same protocol will be followed for teams leaving their changing room for the commencement of the second half.

Upon leaving the field of play, social distancing must again be adhered to. Players must not shake hands following the final whistle and must leave the field of play in a similar staggered fashion with the match officials exiting the pitch last.
PARTICIPANT BEHAVIOUR

The League will provide a revised protocol on Technical Area and On-Field Behaviour. A document will also be circulated to include any amendments to the Laws of the Game (e.g. number of substitutions). This will be provided in due course.

SUBSTITUTION BOARDS

The Club should ensure that the substitutions board has been thoroughly disinfected prior to use. The fourth official may wish to carry antibacterial wipes and do this themselves also.

BALL RETRIVAL

The EFL does not utilise a multi-ball system in any of its League matches. The Laws of the Game state the following:

Law 2.3: The Ball

Additional balls which meet the requirements of Law 2 may be placed around the field of play and their use is under the referee’s control.

For behind closed doors matches the following protocols will be in place:

- Use the original match ball where possible unless it’s retrieval will cause a clear delay to the game.
- If there is potential for a delay to the restart a replacement ball may be used to replace the original ball. A player from the team taking the restart should retrieve and use the nearest replacement ball. The referee will offer guidance in managing this process.
- Ground staff may be placed around the pitch perimeter to retrieve the original ball only. They are not permitted to pass a new ball to a player.
- Replacement balls will be placed on cones, pitch-side of the advertising hoardings. Three balls will be placed along each touchline and two will be placed behind each goal in suitable locations (as per the diagram below).
Ground staff should sanitise a retrieved match ball before returning it to a vacant pitch perimeter location.

**DRINKS BREAKS**

In the interests of player welfare and to ensure appropriate sanitisation of equipment, drinks breaks will be taken midway through each half. The break will last no more than one minute. Players must drink from their own water bottles and adhere to social distancing during each break. In accordance with obligations, Players shall be provided with their individual drink pitch-side.

**The referee will make allowance for the time lost in that half due to the stoppage**

**POST MATCH**

Interaction between Players and Football Staff at the end of the match should be minimised.

Socially distanced post-match interviews will take place in the designated pitch-side presentation area, detailed on the stadium map.

Club Staff will not be permitted to enter the Match Official’s Dressing Room after the match. Club feedback can be provided via MOAS.
MATCH OFFICIALS

A guidance document is currently being produced in conjunction with PGMOL that will be provided to Clubs in due course.

TEAM MEDICAL PROCEDURES

It is anticipated that at each match there will be as minimum 2 x physios (1 x home and 1 x away), a doctor (1 x home and 1 x away for Championship fixtures), a paramedic and an ambulance.

There should be separate medical areas for the treatment of home and away players. There should also be a separate area for medical emergencies of other required staff in the stadium if required. In such cases a member of one of the medical teams will attend to the staff member given the pressures on additional medial resource at this time.

Consideration should also be provided for the treatment of Match Officials should any of them sustain and injury.

Medical personnel should wear PPE including face masks and gloves (when undertaking treatment). Paramedics should wear FFP3 and physios and doctors should have this available in their run on emergency bags. Social distancing measures should be observed where possible

All medical treatment areas should be deep cleaned before and after each match day. There should be provision of disposable towels and equipment where possible.
Map of Stadium Zoning

All Clubs should consider creating a map which clearly defines their Stadium zones, access and egress points and their transit management system. The following diagram is a generic Stadium layout and the principles included here should be applied to your Stadium:
<table>
<thead>
<tr>
<th>Zone</th>
<th>Overview</th>
<th>Stadium Areas</th>
<th>Core Protocol</th>
</tr>
</thead>
</table>
| **Red Zone**    | The critical area of the Stadium for monitoring and enforcing compliance with hygiene, cleanliness and social distancing obligations. Matchday Personnel are strictly limited. | - Players’ and Match Officials’ Entrance  
- Dressing rooms  
- Doping control  
- Tunnel & Technical area  
- Pitch | - Players and Football Staff in testing programme  
- Hand washing facilities signposted and available  
- Deep cleaning after rigging, prior to player arrival (KO-3.5hrs), and as soon as possible after the Match |
| **Amber Zone**  | Covers all areas of the Stadium interior with the exception of the Red Zone. Requires rigorous management of entry and exit points, movement and clear signage throughout. | - Stadium Interior  
- Stands & concourse  
- Pitchside interview areas | - Medical self-declaration completed no more than 48 hours before the match  
- Temperature check on entry  
- Hand washing facilities signposted and available  
- All Matchday Personnel wear a face covering |
| **Green Zone**  | The area outside the Stadium where access control points are located, vehicle parking and OB compound and units. Requires strict security management of Stadium perimeter. | - Stadium entrance  
- Stadium exterior (incl. car park & OB compound)  
- Perimeter entrance | - Access in accordance with the Club’s COVID-19 Policy  
- Hand washing facilities signposted and available  
- All Matchday Personnel wear a face-covering |
The purposes of this document are to:

(i) Summarise how football’s governing bodies can unify the approach to working with media with an agreed set of principles, in order to support the successful completion of the 2019/2020 Season, while assuming that government ‘lockdown’ restrictions remain in place.

(ii) Set out guidelines for next season, on the assumption that some form of restrictions will remain in place for some time. In particular, we seek to ensure that the risks that coronavirus presents to media, staff and players are kept to an absolute minimum by ensuring appropriate social distancing measures are in place.

(iii) Form the basis of a document to be distributed to media.

Suggested non-rights holder media numbers

<table>
<thead>
<tr>
<th>Written Press (Maximum of one per media title)</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x nationals (Consideration given to Sunday titles on a Saturday fixture)</td>
<td></td>
</tr>
<tr>
<td>4 x regionals</td>
<td></td>
</tr>
<tr>
<td>3 x agencies</td>
<td></td>
</tr>
<tr>
<td>3 x data partners</td>
<td></td>
</tr>
<tr>
<td>Photographers</td>
<td>4</td>
</tr>
<tr>
<td>1 x home club photographer</td>
<td></td>
</tr>
<tr>
<td>1 x away club photographer</td>
<td></td>
</tr>
<tr>
<td>2 x pooled photographers</td>
<td></td>
</tr>
</tbody>
</table>
Club Media

<table>
<thead>
<tr>
<th>Club Media</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 x home club media representatives</td>
<td>8</td>
</tr>
<tr>
<td>4 x away club media representatives</td>
<td></td>
</tr>
</tbody>
</table>

Club Radio (Excludes TalkSPORT - rights-holders)

<table>
<thead>
<tr>
<th>Club Radio</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 x home club BBC</td>
<td>6</td>
</tr>
<tr>
<td>2 x away club BBC</td>
<td></td>
</tr>
<tr>
<td>2 x independent radio</td>
<td></td>
</tr>
</tbody>
</table>

The document is divided into three areas:

A. Logistical information

B. Media operations

C. Considerations

A. **LOGISTICAL INFORMATION**
### 1. Accreditation

- Media to apply for accreditation as usual, via online accreditation system. There will be a limited number of non-rights holder media on site.

- Host-club to lead on providing non-attending media with details for post-match press conference, working alongside visiting team. This would be done via a video call.

- Accreditation to be collected on site.

- Strict ‘zoning’ will be in operation and will need to be made clear to media – areas that they can and cannot access. Clubs should provide a map of the stadium, highlighting these areas.

- Clubs should assign two staff members to manage the accreditation process. They should be a physical point of contact for media and therefore separated from the first team environment.

- An automated response to go out to accredited media via DataCo with guidelines and rules currently in place.

- Any media personnel who apply for accreditation and are unsuccessful will be provided with a code to access the game via iFollow.

### 2. Travel

- Mitigate using public transport where possible.

- Clubs to provide relevant travel advice to accredited media.

- Where possible, clubs should consider offering parking spaces for written media and photographers.

- All Clubs must follow Government guidance and relevant advice from Public Health England in respect of travel arrangements for both the media and Club media representatives.

### 3. Hygiene

- What underpins this section will be falling in line with government regulations and current restrictions at the time.
Also need to ensure we follow DCMS guidance, and respective medical protocols

- Where possible the media are to be encouraged to wear face masks, at their own discretion (current Government advice on face masks: Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.)

- Hand sanitiser to be provided at all entrance points and signposted

- Request clubs use surface disinfection in the media areas before the media arrive

- Leave doors open where possible and avoid touching the door handles

- Provision of hygiene material (in the toilets), with appropriate signage in respect of usage
  - Automatic soap dispenser
  - Disposable folding towels
  - Hand disinfectant/sanitiser

- Where possible, media use stairs, or ensure one person at a time uses the lift and make hand sanitiser available at each end. Alternatively, make lifts out of bounds (unless required for medical reasons)

- Manage entry and exit points to seating positions. Single file only, keeping social distancing on all stairs inside the stadium, this includes route up to the press room from the media entrance

- In order further to minimise staff numbers and hygiene risks, no food will be provided to the personnel in media areas, as would usually be required on a matchday

- All working personnel should bring their own food (if required) and make provisions to dispose of food
As part of accreditation process, remind attending media that food and drink no provided. But where possible, host venue should provide bottled water/drinks to all working personnel within the stadium, including within these areas

No requirement for media or photographers to wear bibs

### 4. Health checks for media

- What underpins this section will be falling in line with government regulations and current restrictions at the time. Also need to ensure we follow DCMS guidance, and respective medical protocols

- Media and photographers will be required to complete a “health check” form provided by the Host Venue on arrival at the stadium.

- The form will need to be the same for all venues, confirming that they have an absence of symptoms and confirmation that they have not knowingly been in contact with anyone diagnosed with COVID-19. They should be made aware that they will have to answer these questions on arrival

- We should agree a unified questionnaire (yes/no) describing possible symptoms of COVID-19 and confirms the information by signing:
  - Fever in the last 14 days?
  - Coughing in the last 14 days?
  - Throat or aching limbs in the last 14 days?
  - Breathing problems in the last 14 days?
  - Restriction in sense of taste and smell in the last 14 days?
  - Contact with a Covid-19 patient in the last 14 days?
  - Past 14 days in a corona risk area?
  - Already tested (including when and how)?

- Where possible, media should have their temperature checked by the relevant stadium personnel before entering, or being permitted to enter the stadium. They should be warned to expect this when they apply for accreditation
| 5. Security | • Venue specific but we would expect bag checks by someone wearing PPE and should always comply with stadium regulations  
• Usual ‘pat down’ by security not advised  
• We should encourage media not to bring oversized bags where possible  
• We should encourage security to ask media to open their own bags and show the contents of their bag, under instruction  
• Accredited media to be asked to attend with a transparent bag, where possible, to avoid delays when entering the stadium. |
| --- | --- |
| 6. IT | • Media should expect IT services to be working as usual  
• Clubs to consider providing media with an IT ‘hotline’ to contact relevant IT department, or ensuring that club media contact has contact details to IT team |
| 7. Opening / closing times | • Media should spend the minimal amount of time in the stadium, while allowing time for temperature check and health check questionnaire on arrival.  
  • There will be a split approach upon arrival to avoid delays  
  • 1:30pm – 1:45pm – Accredited broadcast media  
  • 1:45pm – 2:00pm – Accredited written press  
  • Photographers in position KO -60 mins  
  • All media and photographers to either file offsite, or from their set position, to reduce the time spent inside the stadium, closing a maximum of 90 minutes post final whistle  
  • While a suggested closing time of 60 minutes post-match is recommended, there is no flexibility past 90 minutes. |
### 8. Press room and catering

- Press lounge at all stadiums will be closed
- In order further to minimise staff numbers and hygiene risks, no food will be provided to the personnel in media areas, as would usually be required on a matchday
- All working personnel should bring their own food (if required)
- Host venues asked to provide bottled water/drinks to all working personnel within the stadium, including within these areas.
- Stadiums should consider turning off air conditioning in the press lounge to reduce the possible spread of virus
- No catering tables to be put in the press lounge

### 9. Media facilities

- Social distancing in place throughout. Media to be sat at least two metres apart in the press box – or appropriate alternative seating – both in front and behind, to be marked out by host clubs
- Media expected to remain in seat for duration of Match Day. Team announcement, match and post-match media done from that position
- Where possible clubs should make provisions to provide usual minimum standards; including access to TV screen (PL), Wi-Fi and desks
- Priority in press boxes to be given to rights holders and radio broadcasters needing ISDN lines. Need to be aware that ISDN lines may need to be moved / extended

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**B. MEDIA OPERATIONS**

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**JUNE 2020**
1. Photographers

- Maximum of four photographers on-site (two Club (One per Club) & two Pooled) with an agreement for Pooled photographers to provide images for:
  - Wire/news agency
  - Publisher/newspaper
  - Freelance and smaller agency photographers

- Access straight to pitchside after entry. Set photographer positions, which comply with 'social distancing', allocated in advance, behind either goal and behind the corner flag for duration

- Photographers are able move into the first few rows of the stands subject to individual Clubs’ approval and provided it meets Government Guidelines in place at the time.

- Photographers are not permitted in the tunnel/bench area under any circumstances

- The photographers lounge will remain closed, access to the stadium for photographers will be determined by the club

- Pitchside internet access to be provided as per usual arrangements

2. Pitchside / Pre-match

- No pre-match media access to non-rights holders on matchday

- Should have access to rights-holder interviews where possible

3. Tunnel area

- Tunnel area to be kept as sterile as possible and access only permitted to those with negative tests as per testing programme

4. Mixed zone

- No mix-zone available to written media. Note below re post-match media
5. Post-match media

- Clubs should still provide usual player access to non-rights holders via virtual press conference, managed by the club.
- Non-rights holders should also have access to rights-holder interviews where possible. Host broadcaster, second UK broadcaster will still have physical interviews pitchside with social distancing and boom mics.
- All accredited media to be provided with a video call link to gain access to post-match media sessions with both managers and players. Individual Clubs to arrange.
- MOTM trophy will not be handed over physically, broadcasters may still choose to nominate a MOTM for matches and interview that player.
- There will not be a radio huddle. Radio broadcaster with live commentary rights will perform post-match interviews pitchside – in line with social distancing.

6. Post-match press conference

- Virtual press conference to be available to non-rights holders, both those at the game, and those at home via a video link. Club to decide how best to facilitate and manage.
- Managers to conduct their post-match media conference within 30 minutes of the final whistle. Clubs to determine timings in good faith.

C. CONSIDERATIONS

- Government and DCMS guidance key to this, as well as observing each competition’s medical protocol.
- Consult a number of club media staff on our approach.
- Club media teams to have clear distinction and separation, with roles split by those operating within first team environment and...
<table>
<thead>
<tr>
<th>those who are not</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Need to be mindful of the use of technology – whilst clearly the only way forward, there have been security issues and breaches across a number of platforms, so would need to be a serious consideration</td>
</tr>
</tbody>
</table>
OVERALL SUMMARY

The aim is to protect every employee by separating broadcast production as much as possible from the sports operations. It is acknowledged that broadcasters and service provider partners will have their own protocols provided to their staff and contractors working onsite. A copy of these along with supporting risk assessments will be shared with Club.

PRE MATCH DAY OPERATIONS

General Notes

Due to essential broadcast and production networking equipment which has been left unused at Clubs for some considerable time, maintenance checks and pre-match preparation of the EFL owned equipment is necessary and will be carried out by the EFL’s official Production and Fibre partners: IMG in conjunction with NEPConnect.

Site Visits & Recce

IMG are looking to arrange a site visit ahead of a Club’s first home match to ensure all equipment is in good working order. The EFL anticipates Clubs will work with our service providers to agree a suitable time and date for the works to be carried out, this may well be at short notice due to the lead times, and flexibility will be needed in order to fulfil a tight schedule. The work should take no more than 2-3 hours per Club and will be carried out by one individual only who will make themselves known to the appointed Club person on arrival. The EFL will soon be in touch to provide further details.

For full Sky Sports live OB’s there will be no requirement for Sky to carry out a broadcast recce in advance of the match day however, it is expected that a separate Rig Team will require access approx. 2-3 days prior to the fixture being played. The Rig Team will not return for delivery of the live production, instead a separate Broadcast team will carry out the live televised operations. Where possible, please could Clubs operate a 7 day week access to grounds so broadcasters can plan their rig / derig days.

For an IMG 6 camera / Quest broadcast: there will also be no requirement for IMG to carry out a broadcast recce.

Goal Line Technology

Goal Line Technology will be in operation at all Championship fixtures and Play Off Semi-Finals and the respective Finals and will continue to be provided by the EFL’s official GLT partners; Hawk-Eye Innovations.
For League One and League Two Play-Off Semi-Finals, it is anticipated that there will be a tight turnaround in installation. Hawk-Eye will need to access Semi-Finalist Clubs in order to complete site surveys and undertake the installation of the Goal Line Technology ahead of each fixture. Details will be provided to the relevant Clubs in due course.

**MATCH DAY OPERATIONS**

**General Information**

Time spent on site is to be reduced to a minimum and where possible rig and production teams will be required to work separately.

On arrival the Production Manager and/or Unit Manager and appointed person by the Club are to introduce themselves. The primary method of communications whilst on site should be established and contact details should be exchanged such as mobile numbers or radio channel settings.

Sky will have a Welfare Officer on site for Rig Days, Match Days and De Rig.

Service Providers to agree to comply with hygiene rules and submit to the necessary Stadia entrance checks, including temperature checks, etc. set out by the Club.

In order to avoid gathering of crew, no catering will be provided on site.

**Work Stations and Work Equipment**

Observance of a minimum distance of 2m for camera positions and camera equipment.

As there no spectators clubs are advised to please ensure access areas to broadcast, media and production locations are fully accessible including open access doors, avoidance of barriers (unless required for safety / platforms / working at height), ladders for access/egress points that service High Behinds and Gantry platforms (which are usually removed for the safety of spectators), should be left in position pre, during and post-match.

Microphones and headsets used by service providers should be regularly cleaned and sanitised.

All equipment and surfaces used by service providers (and Club Analysts where facilities are shared over the course of the day/s) should be cleaned with a surface disinfectant prior to start of production, after set up and derigging of equipment on production day.

Face masks to be worn by all broadcasters.

**Travelling between Working Areas / Staff Separation**

Service providers should not arrive via public transport or in larger carpooling groups.

Service Providers and Club Analysts/Filming Crew to go directly to and from work stations, routes of travel between various locations to be kept to a minimum; no short cuts to be taken
when travelling between working locations e.g. crossing the Players’ Tunnel, walking around the Pitch to opposite stand, etc. Unless absolutely necessary / critical to persons role.

No unnecessary face to face conversations to be held between service providers in any part of the Stadium, rules on distancing must be strictly adhered to at all times.

**Parking**

Clubs are required to allocate broadcast and production partners with parking facilities per contractual obligations but as there are no spectators it is expected Clubs will be flexible and assign spaces close to the designated areas of entrances applicable to broadcasters.

**Outside Broadcasting Units**

To comply with the rules on distancing, where reasonably practicable the number of work stations within outside broadcasting vans should be minimised. Whilst Sky have confirmed they will have remote production in operation there is still a need to provide some Outside Broadcast vehicles.

Confined spaces should be ventilated regularly throughout the day, with production taking place with doors left open.

Equipment, surfaces and door handles to be cleaned by service providers with surface disinfectant prior to start of production and after setup on production day.

At break times, crew and staff are to avoid unnecessary gatherings: food to be consumption alone where possible.

**TV Gantries and Confined Camera Positions**

To minimise contact, avoid overcrowding and reduce the potential for contamination in confined or small workspaces, Clubs are requested to use alternative filming positions to the TV Gantry platform for the duration of the match day and all remaining home and away fixtures until the season is complete. All broadcast equipment and cabling for both live televised matches and live streamed matches on the TV Gantry and/or camera positions will be set up by service providers in advance of match day (where possible) and are not to be touched or interfered by anyone other than the installers / operators.

**Broadcast and Club Cameras**

All service providers and Clubs are required to work together to provide a safe working environment for contractors, staff and players. With this in mind, all camera operators operating onsite are required to adhere to the following; -

- Clubs are reminded that a copy of the full match footage, along with highlights packages captured and produced by IMG will be made available following the Final Whistle via FTP. Clubs are also expected to make use of live return feeds from IMG at Stockley Park and
therefore an emphasis to use this footage as an alternate method to filming themselves, is expected.

- Cameras must be situated behind advertising boards pre match, during play and post-match.
- There will be no moving cameras permitted within the Players' Tunnel area or to the left or right of the mouth of the Tunnel (usually broadcaster Cam 3 position).
- Club Tunnel Cams are permitted as long as in a fixed location (i.e. small/CCTV style camera attached to the roof of the Tunnel) and have no requirement to be operated by crew at any point during match day.
- No cameras / operators are permitted to film or operate, up and down the length of the pitch perimeter during play.
- Cameras and operators will need to be in position prior to players entering the pitch for warm ups and should not move until players have left the pitch following the Half Time or Full Time whistle.
- To help mitigate the numbers of crew on site and reduce the operational footprint inside Stadia, Sky have offered a reduced number of cameras on site for delivery of the live televised productions. Therefore it is also requested Clubs will operate in the same way and reduce numbers of cameras where possible. Ideally limiting Club Analysis / Ancillary footage to a maximum of 1 camera per Home Club and 1 per Away Club.
- Clubs are asked to submit their proposed Club camera locations to the EFL using the fixturesbroadcast@efl.com address at their earliest opportunity. The EFL can cross reference with broadcaster camera plans and avoid duplication of positions.
- Given there are no spectators, consideration should be given to relocating cameras to alternate areas of the Stadium which are vacant, for example; within seated areas of the stands utilising seat kills where needed, redundant platforms in front of corporate boxes, disabled areas which may no longer be in use, above corner tunnels and exit points - if safe to do so.

Post-Match Interviews

Sky Live Televised Matches – Post Match interviews will take place pitchside, the Sky Reporter will be situated behind the advertising boards in the Amber Zone. A standalone boom mic stand and mic will be set up 2m in front of the ad boards with the Player situated in front of the mic during interview.

6 Camera IMG (Overseas/Quest TV) Matches – Post Match interviews will take place pitchside, the Sky Reporter and Player are to be conducted within the Amber Zone, behind the ad boards. Social distancing must be adhered to at all times. Interviews will use the appropriate boom mics with stand and/or fully extended pole at least 2m distance.

4 Camera – TBC
Sky in visions

Sky’s initial plan is not to have in visions in place for at least the first two weekends of the Championship restart (20th and 27th). However, this may change for the remainder of the season following careful re-examination of their operational and editorial needs. The EFL will inform Clubs of any changes.

Club Feeds

Clubs outside of the iFollow network and delivering match feeds to their own OTT Service should continue to receive and utilise match feeds delivered to them in the usual way. For absolute clarity, this is provided by IMG in way of return to path to the Club’s home IMG/EFL Cabinet or Stream AMG Encoders/Decoders.

For all Clubs using iFollow, the EFL in conjunction with Endeavour Streaming will deliver directly to their respective iFollow platforms.

3rd Party Filming

Requests for 3rd party filming including (but not exhaustive): documentaries, magazine shows, short reporting, vox pops) must be submitted in the usual way to Fixturesbroadcast@efl.com and will continue to be looked at on a case by case basis with relevant permissions being sought as part of the approval process.
APPENDIX 5 – SGSA GUIDANCE (see attached document)